

# Automatic Update of Fees Based on Schedule Changes

## Basic Overview

The "automatic update" feature is processed during a nightly batch process and whenever a user goes into F11-2 on an individual student (this happens automatically behind the scenes). The basic premise is that the student's current fees are compared to the student's current schedule, and the differences are automatically updated. Only fees associated to classes are involved. Withdrawn & future students are not included.

## Requirements

Fees for the entire school year must be mass loaded prior to activating this feature. Thereafter, this process can be turned on at any time and will catch up to date completely.

## Defining which schools will use the Auto Update

In F11-14-12, respond Y to "Auto update fees based on schedule changes".

## Scheduling the nightly batch job

Schedule FASCHEDUP in K120000.

## How schedule changes will be processed

The software compares the fee codes recorded in F11-2-9 versus the course/sec number in the student's schedule in F8-8-4. A match is done line by line for period and term. Fee codes that don't exist on the course master are ignored in this process and will always stay as is.

If there is a mismatch between the fee code and the student's course/sec for an individual period & term, the following occurs:

### \*\*\* NC (No Change)

Situation: Old course has a fee. New course does not.

Result: Old fee remains.

Situation: Old course is dropped. No new course is added.

Result: Old fee remains.

Situation: Student withdraws.

Result: Old fees remain.

### \*\*\* DR/AD (Drop/Add)

Situation: Old course has a fee. New course has a fee.

Result: Old fee is dropped. New fee is added.

### \*\*\* AD (Add)

Situation: Old course has no fee. New course has a fee.

Result: New fee is added.

Situation: Student enrolls and is assigned a schedule.

Result: New fees are added.

## What's Left for the Bookkeeper to Do?

While the software will handle the majority of schedule changes automatically, there will still be reasons for the bookkeeper to make a few manual adjustments.

*Example #1 - No change occurred in fees when old course had fees and new course does not.*

If Science-7 is dropped and replaced with Study Hall, the Science-7 fees would remain. This type of action (NC - no change) would appear on the F11-8-20 report. However, the bookkeeper may decide that this is the incorrect action, and that all or part of the fees should be dropped. If so, the bookkeeper can adjust the Science-7 fees down in F11-2, as could normally be done without the automatic update process.

*Example #2 - New enrollee has fees from another school within the district.*

When a student enrolls, the fees will be loaded based on the student's schedule. The F11-8-19 and F11-8-20 reports will warn that there is an amount of fees that were charged from another school in the district. The bookkeeper will need to check out this student to see if any of the new fees should be dropped or adjusted.

*Example #3 - New enrollee needs to be charged non-course-related fees.*

When a student enrolls and has no fees at the current school, non-course-related fees will be loaded from the Fee Description File based on the current semester (today's date is compared to the grade period table to determine the current semester). If the current semester is 2, then all applicable non-course-related fees for semester 1 will not be loaded, but all other semesters will be loaded, including semester 9.

*Example #4 - Overlapping periods could cause a problem.*

The possibility exists of problems arising in the automatic assignment of fees due to multiple courses in the same period and term (period overlap).

In any case, F11-8-19 and F11-8-20 can be run for an individual student to review the updates generated by the computer.

## Detailed Steps of the Automatic Update Process

1. Student must be active or homebound.
2. Student's fee record is lined up by period and term into Table 1 shown below. Non-course items are excluded and will remain in the fee record.
3. Student's current schedule is lined up by period and term into Table 2 shown below.
4. Exact matches on course, sec, and term in both tables are excluded from consideration by marking with an "M" for "match" in the Action column. Fee amounts are not checked. They can be different.
5. Each item in Table 1 is reviewed one course at a time, skipping any with Action "M". The first course in Table 1 without an Action of "M" is "T14150". In this review, the course number (without the section), the term code, and the fee amounts are matched.
  - a. Count how many times T14150, term 2 is in Table 1
  - b. Count how many times T14150, term 2 is in Table 2
  - c. If the course and term are in the two tables the same # of times, mark all of the matching items as "Y" in the NC column (no change). In this case, T14150 is only listed once in Table 1, and does not appear in Table 2 at all. Therefore, it remains a candidate to be dropped. (If the new course does not have fees, it will not be dropped.)
6. The next course in Table 1 without an Action of "M" is "H60010".
  - a. Count how many times H60010, term 2 is in Table 1
  - b. Count how many times H60010, term 2 is in Table 2
  - c. If the course and term are in the two tables the same # of times, mark all of the matching items as "Y" in the NC column (no change). In this case, H60010 is in each table exactly once, therefore the NC column is marked with a Y. By doing this, unnecessary plus and minuses are avoided.
7. The final step is to go period by period, term by term, and see if a drop/add, drop only, add only, or NC should be recorded. In the example below for Table 2, none of the "A" Actions will be processed as an "add" where there are no fee amounts.

Detailed Steps of the Automatic Update Process (cont'd)

8. The fees that changed will be logged in the FP2FILE for each student, at the same time that the student's master fee record is updated in FA2FILE.
9. The analysis of DR/AD/NC will be logged in a new file called FA2LOG.
10. FP2FILE and FA2LOG records will be logged with the date that the automatic update was processed.

Table 1 - Fee Record

| Sch | S | FeeCr  | Sc | Amt1   | Amt2   | Amt3   | Pynt   | Period | Term | Action | NC |
|-----|---|--------|----|--------|--------|--------|--------|--------|------|--------|----|
| C99 | 1 | T14150 | 01 | 016.21 | 000.00 | 000.00 | 016.21 | 01-01  | 2    | D      |    |
| C99 | 1 | P49120 | 08 | 005.50 | 000.00 | 002.20 | 007.70 | 02-02  | 2    | M      |    |
| C99 | 2 | N70020 | 02 | 003.81 | 000.00 | 000.00 | 003.81 | 02-02  | 3    | M      |    |
| C99 | 2 | I70030 | 06 | 002.37 | 000.00 | 010.00 | 012.37 | 02-02  | 4    | M      |    |
| C99 | 1 | P49122 | 01 | 000.00 | 000.00 | 001.19 | 001.19 | 03-03  | 2    | M      |    |
| C99 | 2 | A70010 | 08 | 003.50 | 000.00 | 007.12 | 010.62 | 03-03  | 3    | M      |    |
| C99 | 2 | 970040 | 03 | 002.50 | 000.00 | 007.50 | 010.00 | 03-03  | 4    | M      |    |
| C99 | 1 | M28150 | 05 | 017.36 | 000.00 | 002.00 | 019.36 | 04-04  | 2    | M      |    |
| C99 | 1 | E53130 | 11 | 016.21 | 000.00 | 000.00 | 016.21 | 06-06  | 2    | M      |    |
| C99 | 1 | C50110 | 01 | 016.21 | 000.00 | 010.00 | 026.21 | 07-07  | 2    | M      |    |
| C99 | 1 | H60010 | 09 | 016.28 | 000.00 | 002.47 | 018.75 | 09-09  | 2    |        | Y  |

Table 2 - Schedule

| Sch | S | FeeCr  | Sc | Amt1   | Amt2   | Amt3   | Period | Term | Action | NC |
|-----|---|--------|----|--------|--------|--------|--------|------|--------|----|
| C99 | 1 | T81000 | 08 | 005.00 | 000.00 | 000.00 | 01-01  | 2    | A      |    |
| C99 | 2 | T81000 | 08 | 000.00 | 000.00 | 000.00 | 01-01  | 5    | A      |    |
| C99 | 1 | P49120 | 08 | 005.50 | 000.00 | 002.20 | 02-02  | 2    | M      |    |
| C99 | 2 | N70020 | 02 | 003.81 | 000.00 | 000.00 | 02-02  | 3    | M      |    |
| C99 | 2 | I70030 | 06 | 002.37 | 000.00 | 010.00 | 02-02  | 4    | M      |    |
| C99 | 1 | P49122 | 01 | 000.00 | 000.00 | 001.19 | 03-03  | 2    | M      |    |
| C99 | 2 | A70010 | 08 | 003.50 | 000.00 | 007.12 | 03-03  | 3    | M      |    |
| C99 | 2 | 970040 | 03 | 002.50 | 000.00 | 007.50 | 03-03  | 4    | M      |    |
| C99 | 1 | M28150 | 05 | 017.36 | 000.00 | 002.00 | 04-04  | 2    | M      |    |
| C99 | 2 | M28150 | 05 | 000.00 | 000.00 | 000.00 | 04-04  | 5    | A      |    |
| C99 | 1 | 090180 | 07 | 000.00 | 000.00 | 000.00 | 05-05  | 2    | A      |    |
| C99 | 2 | 090180 | 07 | 000.00 | 000.00 | 000.00 | 05-05  | 5    | A      |    |
| C99 | 1 | E53130 | 11 | 016.21 | 000.00 | 000.00 | 06-06  | 2    | M      |    |
| C99 | 2 | E53130 | 11 | 000.00 | 000.00 | 000.00 | 06-06  | 5    | A      |    |
| C99 | 1 | C50110 | 01 | 016.21 | 000.00 | 010.00 | 07-07  | 2    | M      |    |
| C99 | 2 | C50110 | 01 | 000.00 | 000.00 | 000.00 | 07-07  | 5    | A      |    |
| C99 | 1 | H60010 | 10 | 016.28 | 000.00 | 002.47 | 08-08  | 2    | A      | Y  |
| C99 | 2 | H60010 | 10 | 000.00 | 000.00 | 000.00 | 08-08  | 5    | A      |    |
| C99 | 1 | L80009 | 17 | 000.00 | 000.00 | 000.00 | 09-09  | 0    | A      |    |
| C99 | 1 | L80007 | 18 | 000.00 | 000.00 | 000.00 | 09-09  | 1    | A      |    |
| C99 | 2 | L80009 | 19 | 000.00 | 000.00 | 000.00 | 09-09  | 3    | A      |    |
| C99 | 2 | L80007 | 20 | 000.00 | 000.00 | 000.00 | 09-09  | 4    | A      |    |

Detailed Steps of the Automatic Update Process (cont'd)

11. The final step in the process of loading fees is to determine if this is a new enrollee. A new enrollee is considered to be a student who has no fees at the current school. If the student transferred in from another school in the district and had fees at the other school, the student will still be considered a new enrollee because no fees exist for the current school.

For a new enrollee, applicable non-course-related fees (filtered by grade level, homeroom or team) will be loaded from the Fee Description File based on the current semester (today's date is compared to the grade period table to determine the current semester). If the current semester is 2, then all applicable non-course-related fees for semester 1 will not be loaded, but all other semesters will be loaded, including semester 9.

## Sample Screens After Automatic Updates Have Been Processed

Note: The user ID for the automatic update process is \$\$\$\$. The code is SU (Sched Updt). These records are stored in the FP2FILE.

```

C99          Position cursor on payment line, press ENTER to see detail.
***** Payment and Adjustment History Screen *****
Id: 2160138   Name: Test, Student           Grade: 09       Sex: F       P
Fees: 113.42           Payments: 100.00           Balance Due: 13.42

  Date   Cd  Descript   Amount   Check  Receipt  Comment  ID  Ent Dt
  -----  -  -
6 09-08-09 RD Redistrib  12.44           RD due to sched chg  $$$ 090809
4 09-08-09 SU Sched Updt  25.86           Schedule Update      $$$ 090809
3 09-08-09 RD Redistrib  12.44-         RD due to sched chg  $$$ 090809
2 09-08-09 SU Sched Updt  10.75-         Schedule Update      $$$ 090809
1 09-08-09 CA Cash      100.00         0000352             LLL 090809
09-08-09 SU Sched Updt  10.75         Schedule Update      $$$ 090809
09-04-09 AD Adjustment  87.56           BBB 090409
    
```

1 - This represents an auto update that occurred because of adding this course (4<sup>th</sup> period semester 2) when there was no previous course for that period or term. Imagine instead, a new enrollee. In that case, you would see a list of all of the student's newly assigned courses and fees here.

```

C99 2160138 Test, Student           Gr: 09 Sx: F Cur: P Mass:
***** Payment History Detail Screen *****
Date: 09-08-09 Code: AU Comment: Upd due to sched chg 10.75
HISTORY OF ADJUSTMENT Receipt: Check: New Date: 9 8 9

  Sch  S  Fee Code  Textbk  Consum  Fees
  ---  -  -
C99 2  B03510 01      5.25           5.50
    
```

2 - This is a normal payment that resulted in an overpayment of \$1.69.

```

C99 2160138 Test, Student           Gr: 09 Sx: F Cur: P Mass:
***** Payment History Detail Screen *****
Date: 09-08-09 Code: CA Comment: 100.00
HISTORY OF PAYMENT Receipt: 0000352 Check: New Date: 9 8 9

  Sch  S  Fee Code  Textbk  Consum  Fees
  ---  -  -
C99 1  C06600 01      11.25           5.50
C99 2  C06600 01      11.25           5.50
C99 1  M08600 01      10.53           2.00
C99 2  M08600 01      10.53           2.00
C99 9  MISC2   09           19.00
C99 9  MISC3   09           10.00
C99 2  B03510 01      5.25           5.50
C99 9  OVERPY  MT      1.69
    
```

Sample Screens cont'd.

3 - This is an auto update that occurred after the student's fourth period class was changed from the following 2<sup>nd</sup> semester course, to the 1<sup>st</sup> & 2<sup>nd</sup> semester courses you see in item 5.

|   |          |                               |   |
|---|----------|-------------------------------|---|
| C99 2160138 Test, Student                 |          | Gr: 09 Sx: F Cur: P Mass:     |   |
| ***** Payment History Detail Screen ***** |          |                               |   |
| Date: 09-08-09                            | Code: AU | Comment: Upd due to sched chg | 10.75-                                  |
| HISTORY OF <b>ADJUSTMENT</b>              |          | Receipt:                      | Check: New Date: 9 8 9                  |
| <u>Sch</u>                                | <u>S</u> | <u>Fee Code</u>               | <u>Textbk</u> <u>Consum</u> <u>Fees</u> |
| C99                                       | 2        | B03510 01                     | 5.25- 5.50-                             |

4 - This shows the payment being taken away from the course that was removed from the student's fee record. It was also determined that the new fees are greater than the old fees and therefore the overpayment should be applied to the new fees. This shows the overpayment being removed, therefore giving a total of \$12.44 that can be applied to the new fees.

|   |          |                               |   |
|---|----------|-------------------------------|---|
| C99 2160138 Test, Student                 |          | Gr: 09 Sx: F Cur: P Mass:     |   |
| ***** Payment History Detail Screen ***** |          |                               |   |
| Date: 09-08-09                            | Code: RD | Comment: Upd due to sched chg | 12.44-                                  |
| HISTORY OF <b>PAYMENT</b>                 |          | Receipt:                      | Check: New Date: 9 8 9                  |
| <u>Sch</u>                                | <u>S</u> | <u>Fee Code</u>               | <u>Textbk</u> <u>Consum</u> <u>Fees</u> |
| C99                                       | 2        | B03510 01                     | 5.25- 5.50-                             |
| C99                                       | 9        | OVERPY MT                     | 1.69-                                   |

5 - This shows the auto update of the new 1<sup>st</sup> & 2<sup>nd</sup> semester 4<sup>th</sup> period classes that replaced the course shown in item 3.

|   |          |                               |   |
|---|----------|-------------------------------|---|
| C99 2160138 Test, Student                 |          | Gr: 09 Sx: F Cur: P Mass:     |   |
| ***** Payment History Detail Screen ***** |          |                               |   |
| Date: 09-08-09                            | Code: AU | Comment: Upd due to sched chg | 25.86                                   |
| HISTORY OF <b>ADJUSTMENT</b>              |          | Receipt:                      | Check: New Date: 9 8 9                  |
| <u>Sch</u>                                | <u>S</u> | <u>Fee Code</u>               | <u>Textbk</u> <u>Consum</u> <u>Fees</u> |
| C99                                       | 1        | C12530 10                     | 7.93 5.00                               |
| C99                                       | 2        | C12530 10                     | 7.93 5.00                               |

6 - This shows the distribution of the amount shown in item 4 above to the new fees.

|   |          |                               |   |
|---|----------|-------------------------------|---|
| C99 2160138 Test, Student                       |          | Gr: 09 Sx: F Cur: P           |   |
| Mass: ***** Payment History Detail Screen ***** |          |                               |   |
| Date: 09-08-09                                  | Code: RD | Comment: Upd due to sched chg | 12.44                                   |
| HISTORY OF <b>PAYMENT</b>                       |          | Receipt:                      | Check: New Date: 9 8 9                  |
| <u>Sch</u>                                      | <u>S</u> | <u>Fee Code</u>               | <u>Textbk</u> <u>Consum</u> <u>Fees</u> |
| C99   | 1        | C12530 10                     | 2.44 5.00                               |
| C99   | 2        | C12530 10                     | 5.00                                    |

## Automatic Updates That Occur During the Day

When accessing F11-2, if the software finds that an update is needed due to a schedule change or new enrollment that has occurred since the nightly process was run, the bookkeeper will see the message "AUTO UPDATE PROCESSED DUE TO RECENT SCHEDULE CHANGE!"

|  |               |                    |             |                           |               |                 |                |
|--|---------------|--------------------|-------------|---------------------------|---------------|-----------------|----------------|
| C99 4110035 Test, Student  |               |                    |             | Gr: 11 Sx: M Cur: P Mass: |               |                 |                |
| Sem: _ (1-4,C,P,T)   |               |                    |             | Approved Textbook:        |               |                 |                |
| Code: _  |               | Amount: _____      |             | Date: 9 8 9               |               | Receipt#: _____ |                |
| Comment: _____   |               | Statement #: _____ |             | F7=Collection/Plan        |               | Check#: _____   |                |
| ***** Summary Screen *****   |               |                    |             |                           |               |                 |                |
| ----- Fees -----   |               |                    |             | ----- Payments -----      |               |                 |                |
|  | <u>Textbk</u> | <u>Consum</u>      | <u>Fees</u> | <u>Total</u>              | <u>Textbk</u> | <u>Consum</u>   | <u>Fees</u>    |
|  |               |                    |             |                           |               |                 | <u>Total</u>   |
|  |               |                    |             |                           |               |                 | <u>Balance</u> |
|  |               |                    |             |                           |               |                 | <u>Due</u>     |
| 1) S1  | 17.50         |                    | 5.00        | 22.50                     |               |                 | 22.50          |
| 2) S2  | 17.50         |                    | 5.00        | 22.50                     |               |                 | 22.50          |
| C) Cur   | 35.00         |                    | 10.00       | 45.00                     |               |                 | 45.00          |
| P) Pri   | 222.00-       |                    |             | 222.00-                   |               |                 | 222.00-        |
| T) Tot   | 187.00-       |                    | 10.00       | 177.00-                   |               |                 | 177.00-        |
| Letters:   |               |                    |             |                           |               |                 |                |
| AUTO UPDATE PROCESSED DUE TO RECENT SCHEDULE CHANGE!                           |               |                    |             |                           |               |                 |                |
| ENTER=Val F4=Schd F5=Hist F6=Pymts F8=Post Det F9=Adj F12=Ltr F13/19=Nxt F16=E |               |                    |             |                           |               |                 |                |

This automatic update occurs simply by going to this screen. No key needs to be pressed to auto-update the fees.

## Reporting of Automatic Updates

On the fee reporting menu, F19, F20, & F21 are available.

RDS SCHOOL CORPORATION  
Fee Reporting Menu

Sunday 03/13/11

|                             |           |                                 |           |
|-----------------------------|-----------|---------------------------------|-----------|
| Print Initial Fee Stmt      | ..... F1  | Print Fee Labels                | ..... F12 |
| Load Fee Statement Numbers  | .... F2   | Print Blank Fee Statements      | .... F13  |
| Print Initial Fee Register  | .... F3   | Print Selected Statements       | .... F14  |
| Print Ed Materials Fee Dist | ... F4    | Print Fee Pymts by Crs/Dept     | ... F17   |
| Print Fee Summary by Grade  | .... F5   | Print Approved Subject Fees     | ... F18   |
| Print TBA Summary/Detail    | .....* F6 | Print Automatic Fee Updates v1. | F19       |
| Print TBA Reimbursement     | ..... F7  | Print Automatic Fee Updates v2. | F20       |
| Print Daily Fee Pymts/Rcpts | ... F8    | Print Schedule Changes          | ..... F21 |
| Print Fees Due              | ..... F9  | Print FRP Status Changes        | ..... F22 |
| Maintain Fee Letters        | ..... F10 | Session Defaults                | ..... F23 |
| Print Fee Letters           | ..... F11 |                                 |           |
| Display Print Files         | ..... F15 | Exit                            | ..... F16 |

\*Includes options to print in the fall and later in the school year

F11-8-19 Print Automatic Schedule Updates v1

C99 Print Automatic Fee Updates v1  
Due to Schedule Changes

CURRENT YEAR  
Date range: 3 13 11 thru           (MM DD YY)  
(To run for a single day, enter a beginning date only.)

Report Sort: 3 1 = Dept/Alpha 4 = Homeroom/Alpha  
2 = Date/Alpha 5 = Grade/Alpha  
3 = Alpha

Include only those students whose current balance is overpaid? N Y=Yes, N=No

Restrict to sched. changes posted by:                          Leave blank for all  
(use \$\$\$ for nightly updates)

Fee Codes:                                                   (I/E) I  
(masking is allowed)

Grade levels to be printed (blank for all):                                                   Copies: 1 (1-9)

Students (blank for all):                                                  

ENTER=Continue, F4=Student Roster, F16=Exit

F11-8-19 03-11-11 15:08 C99 Any Middle School PAGE 1  
Schedule Changes - Auto Update for 03-11-11

| STUDENT              | HOMERM | GR | STUDENT NAME         | PRD | TRM | TITLE           | FEE CODE             | SEM | CHANGE AMOUNT | CURRENT BAL DUE | -WITHDREW- | AUTO UPD        |                         |
|----------------------|--------|----|----------------------|-----|-----|-----------------|----------------------|-----|---------------|-----------------|------------|-----------------|-------------------------|
|                      |        |    |                      |     |     |                 |                      |     |               |                 | CD         | DATE            | SR                      |
| 9990037              | 0023   | 06 | XXXXXXXXXXXXXXXXXXXX | 07  | 9   | LAN-ART-6       | E53110-04            | 1   | 16.21         |                 |            | 03-19-11        | \$\$\$                  |
| 9990037              | 0023   | 06 | XXXXXXXXXXXXXXXXXXXX | 07  | 9   | LAN-ART-H6      | E53111-01            | 1   | 38.49         |                 |            | 03-19-11        | \$\$\$                  |
|                      |        |    | 2.48 (Textbk)        |     |     | 19.80 (Consum)  | .00 (Fees)           |     | 22.28         | 22.28           |            |                 |                         |
| 9990004              | 0036   | 08 | XXXXXXXXXXXXXXXXXXXX | 01  | 2   | PE8B            | P4917402             | 1   | 1.19          |                 |            | 03-19-11        | \$\$\$                  |
| 9990004              | 0036   | 08 | XXXXXXXXXXXXXXXXXXXX | 07  | 0   | EXP MUSIC8      | N8004006             | 1   | 3.00          |                 |            | 03-19-11        | \$\$\$                  |
| 9990004              | 0036   | 08 | XXXXXXXXXXXXXXXXXXXX | 01  | 0   | ART 8           | A8003002             | 1   | 10.87         |                 |            | 03-19-11        | \$\$\$                  |
| 9990004              | 0036   | 08 | XXXXXXXXXXXXXXXXXXXX | 01  | 3   | EXP MUSIC8      | N8004016             | 2   | 3.00          |                 |            | 03-19-11        | \$\$\$                  |
| 9990004              | 0036   | 08 | XXXXXXXXXXXXXXXXXXXX | 02  | 1   | ART 6           | A6001001             | 1   | 9.09          |                 |            | 03-19-11        | \$\$\$                  |
| 9990004              | 0036   | 08 | XXXXXXXXXXXXXXXXXXXX | 02  | 3   | ART 6           | A6001004             | 2   | 9.09          |                 |            | 03-19-11        | \$\$\$                  |
| 9990004              | 0036   | 08 | XXXXXXXXXXXXXXXXXXXX | 02  | 9   | Biology         | C1253002             | 1   | 27.86         |                 |            | 03-19-11        | \$\$\$                  |
|                      |        |    | 23.60 (Textbk)       |     |     | .00 (Consum)    | 32.12(Fees)          |     | 55.72         | 55.72           |            |                 | Non-C99 Fees = \$156.50 |
| 9990032              | 0015   | 06 | XXXXXXXXXXXXXXXXXXXX | 07  | 5   | PE6B            | P4911706             | 2   | 11.19         |                 |            | 03-19-11        | \$\$\$                  |
|                      |        |    | .00 (Textbk)         |     |     | .00 (Consum)    | 11.19 (Fees)         |     | 11.19         | 11.19           |            |                 |                         |
| -----                |        |    |                      |     |     |                 |                      |     |               |                 |            |                 |                         |
| End of report --     |        |    |                      |     |     |                 |                      |     |               |                 |            |                 |                         |
| ** Grand Adjustments |        |    | 611.81               |     |     | 57.80           | 316.39               |     | 986.00        |                 |            |                 |                         |
| ** TOTAL FOR CXX     |        |    | 1,511.09             |     |     | (122 INCREASES) | 525.09(50 DECREASES) |     | 986.00        |                 |            | (172 TOTAL ADJ) | **                      |

The **CHANGE AMOUNT** column shows the adjustment that was made to the fees for the course shown.

The **CURRENT BAL DUE** is the balance as of today. It will never show the balance after every change because the bookkeeper only needs to know what is currently due.

If the student transferred from within the district, fees may have already been charged at the other school. If so the total amount of fees charged outside of this school will appear as **Non-XXX Fees**. In the above example, all of the fees from the other school were already paid, as reflected in the fact the student's current balance due is the amount of the new fees charged.

This report allows for filtering by "students whose current balance is overpaid". The bookkeeper can then see the transactions that may have caused the overpayment condition. However, only "SU" records are included in this report.

Although automatic updates are processed on active students only, it is possible that the student might have withdrawn by the time this report is run. If that happens, the withdrawal information will appear in the 3<sup>rd</sup> column from the right.

Technology department note: These records are stored in a file called FP2FILE and can be viewed in F11-2, then F6=Pymts.

# F11-8-19 Print Automatic Schedule Updates v2

C99 Print Automatic Fee Updates v2  
Due to Schedule Changes

Date: 3 13 11 thru      (MMDDYY) Print NC (no changes) Only? Y (Y/N)

(Date the auto update was processed)

Sort: 1 (1=Student Name/Date, 2=Gr/Student Name/Date, 3=Dept/Student Name/Dt, 4=Course/Student Name, 5=Date/Student Name, 6=Date/Gr/Student Name)

Term: 9 (0-5, 8, 9, S, A-F)

To select schedule changes for a department, enter the first character of the course number only. To select schedule changes for specific courses, enter the complete course numbers. Leave blank for all.

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Grade levels to be printed (blank for all):      Copies: 1 (1-9)

Students (blank for all):     

ENTER=Continue, F4=Student Roster, F16=Exit

F11-8-20 03-18-11 15:14 C99 Any Middle School PAGE 1  
Schedule Changes - Auto Update for 03-18-11

| NUMBER           | GR | STUDENT NAME              | AUTO UP  | ACTION    | COURSE    | TITLE      | PRD | T | FEES 1          | FEES 2 | FEES 3 | PYMTS | CHANGE | CUR BAL |
|------------------|----|---------------------------|----------|-----------|-----------|------------|-----|---|-----------------|--------|--------|-------|--------|---------|
| 9990037          | 06 | Axxxx, Rxxxx Lxxx         | 03-18-11 | DR \$\$\$ | E53110-04 | LAN-ART-6  | 07  | 2 | 16.21           | .00    | .00    | 16.21 | 16.21  |         |
|                  |    |                           |          | AD        | E53111-01 | LAN-ART-H6 | 07  | 2 | 18.69           | 19.80  | .00    |       | 38.49  |         |
|                  |    |                           |          |           |           | **         |     |   | 2.48            | 19.80  | .00    |       | 22.28  | 22.28   |
| 9990050          | 07 | Axxxxx, Axxxxx Cxxxxx     | 03-18-11 | NC \$\$\$ | H60010-09 | SOC ST 7   | 09  | 2 | 16.28           | .00    | 2.47   | 18.75 | .00    |         |
|                  |    |                           |          | NC        | L80009-17 | MATH LAB 7 | 09  | 0 | .00             | .00    | .00    |       | .00    |         |
|                  |    |                           | 03-18-11 | NC \$\$\$ | H60010-09 | SOC ST 7   | 09  | 2 | 16.28           | .00    | 2.47   | 18.75 | .00    |         |
|                  |    |                           |          | NC        | L80007-18 | ENG LAB 7  | 09  | 1 | .00             | .00    | .00    |       | .00    |         |
|                  |    |                           |          |           |           | **         |     |   | .00             | .00    | .00    |       | .00    | 00      |
| 9990086          | 07 | Axxxxxxxx, Hxxxxx Nxxxxx  | 03-18-11 | NC \$\$\$ | C50110-05 | SCIENCE-7  | 09  | 2 | 16.21           | .00    | 10.00  | 26.21 | .00    |         |
|                  |    |                           |          | NC        | L80009-17 | MATH LAB 7 | 09  | 0 | .00             | .00    | .00    |       | .00    |         |
|                  |    |                           | 03-18-11 | NC \$\$\$ | C50110-05 | SCIENCE-7  | 09  | 2 | 16.21           | .00    | 10.00  | 26.21 | .00    |         |
|                  |    |                           |          | NC        | L80007-18 | ENG LAB 7  | 09  | 1 | .00             | .00    | .00    |       | .00    |         |
|                  |    |                           |          |           |           | **         |     |   | .00             | .00    | .00    |       | .00    | 14200   |
| 9990004          | 08 | Axxxxxxxx, Jxxx Cxxxxxxxx | 03-18-11 | DR \$\$\$ | F49171-02 | PE8B       | 01  | 2 | .00             | .00    | 1.19   | 1.19  | 1.49   |         |
|                  |    |                           |          | AD        | A80030-02 | ART 8      | 01  | 0 | 3.50            | .00    | 7.37   |       | 10.87  |         |
| End of report -- |    |                           |          |           |           |            |     |   |                 |        |        |       |        |         |
|                  |    |                           |          |           |           |            |     |   | *** Grand Total | 611.81 | 316.39 |       | 986.00 |         |
|                  |    |                           |          |           |           |            |     |   |                 | 57.80  |        |       |        |         |

**ACTION:** NC = No change, DR = Drop, AD = Add  
The purpose of showing the NCs is in case the bookkeeper wants to make an adjustment, even though the software didn't.

The amount of money that had been applied to the fees of the auto-update is shown in the **PYMTS** column. If the Action is "DR" (drop), this amount was redistributed amongst any fees due, with the overage going to OVERPYMT. The reason the payment amount is also shown with an Action of "NC" (no change) is in case the bookkeeper wonders if a payment was made against that fee.

The amount of adjustment for each line is noted in the **CHANGE** column. The overall adjustment up or down for each column of fees and for the student overall, is listed on a total line following the student's adjustment detail lines. Notice that the first student's fees were adjusted up by \$22.28 overall, which is now the student's current balance. The payment of \$16.21 was reapplied to the new fees totaling \$38.49.

The student's current balance is listed in the **CUR BAL** column. This is not the balance after the fee adjustments. It is the balance as of the current moment. There is the possibility that additional transactions occurred after the auto-updates were processed, and it's important for the bookkeeper to know the actual current balance. If fees were charged to the student from other schools within the district, it will be noted on the report.

Technology department note: These records are stored in a file called FA2LOG and can be printed in this report, but not viewed on any screen

## Testing Plan

1. Requirement: F11-10-2, Mass Load Student Fees Due, should be run for all year for each school at any time prior to using this product. Most likely, this step was run at the start of the school year. Do not rerun it at this time.
2. Backup FA2FILE and FP2FILE from K12DATA by doing CPYF of the file from K12DATA to RDSDATA (or any other desired library). Be sure to check the # of records in FA2FILE in K12DATA vs RDSDATA, and check the # of record in FP2FILE in K12DATA vs RDSDATA, to make sure you have a good backup. Use the dspfd command and then type B to go to the bottom to see the # of records. Write down the number of records in each file (FA2FILE = \_\_\_\_\_ and FP2FILE = \_\_\_\_\_).
3. Note: This means that all schools need to stay out of the fee records until you are done with all of these steps. Give yourself at least a couple of hours to review the results.
4. In F11-5-5, Maintain District Fee Payment Codes, enter a new adjustment code ONE TIME ONLY for the schedule updates (SU):

| Maintain Payment Code File for District |             |               |                   |                           |
|---|-------------|---------------|-------------------|---------------------------|
| <u>Code</u>                             | <u>Type</u> | <u>Method</u> | <u>Short Desc</u> | <u>Long Description</u>   |
| SU                                      | A           |               | Sched Updt        | Automatic Schedule Update |
| —                                       | —           | —             | —                 | —                         |

5. In F11-14-12, select the desired test school, and then respond Y to "Auto update fees based on schedule changes". Do not turn this feature on for more than one school for this testing plan.
6. Run a list of fees due (F11-8-9) for all students so that you have a hard copy of where the fees started.
7. Pick a student whose schedule has been changed recently, and then go into F11-2 for that student. If the software determined that changes were needed, the message AUTO UPDATE DUE TO RECENT SCHEDULE CHANGES! will appear at the bottom of the screen. Review the changes by going into F6=Pymts.
8. When you are ready to run this process for everyone, go into F1-19 (Run a Program/Fix-it) and enter the following:

Program/Fix-it Name: FASCHEDUP  
Library: k12oooo

This should run in less than one minute. DO NOT MAKE ANY SCHEDULE CHANGES UNTIL AFTER STEP 12.

## Testing Plan (cont'd)

9. Run the following reports to review the results:
  - a. F11-8-9 Print Fees Due to compare to the list in Step 6, to see whose fees changed.
  - b. F11-8-19 Print Automatic Fee Updates v1, for the current day.
  - c. F11-8-20 Print Automatic Fee Updates v2, for the current day.
  - d. F11-8-21 Print Schedule Changes for one or more students to further help to understand why certain fees changed.
10. Check out individual student's fees in F11-2, and look at the updates in F6=Pymts.
11. Check out a new enrollee and be sure the appropriate non-course-related fees were assigned.
12. Once you have reviewed all of the reports, check the number of records in FP2FILE and FA2LOG (not FA2FILE), and make a note of this. FP2FILE = \_\_\_\_\_ and FA2LOG = \_\_\_\_\_. Then, rerun Step 8 and check the number of records in both files again. There should be no change in the number of records because the software should not have found anything new to auto-update. If the number of records has changed, stop here and notify RDS.
13. When you're done testing and ready to restore the files, do a CPYF of FA2FILE and FP2FILE from RDSDATA to K12DATA, using the \*REPLACE option. Also, do a CLRPFM of FA2LOG in K12DATA to clear all of the updates that were done in Steps 7 and 8.
14. In F11-14-12, select the same test school, and then respond "N" to "Auto update fees based on schedule changes". This will turn off the auto-update feature.
15. Now you are back to where you started in Step 1.

Note: An alternate test plan is available to create a separate set of test files. Contact RDS for additional information on this.

## Implementation Plan

1. RDS software updates for the Automatic Update of Fees must be installed. Contact RDS support if you are unsure.
2. The fee code of "SU" needs to be added to the district fee code file as described in the Testing Plan.
3. Testing Plan must be executed.
4. A trainer at your site must be appointed.
5. The bookkeepers in each building must be trained by your trainer.
6. The nightly batch job needs to be set up by a system administrator. Schedule FASCHEDUP in K120000 to be run nightly, M-F.
7. Activate one school in F11-14-12 by responding "Y" to "Auto update fees based on schedule changes".
8. See how the first school does with using this feature live for several days or more. Turn on additional school buildings at incremental timeframes, as you feel it will work best for you.
9. Have the bookkeepers contact your trainer with any questions.
10. Contact RDS with any questions that cannot be answered by your trainer.